



America's Partner For Equal Justice

**POSITION ANNOUNCEMENT
EXTERNAL POSTING**

POSITION:	Chief Investigator	POSTING NO: <u>#1147</u>
LOCATION:	Office of Inspector General Legal Services Corporation 3333 K Street, NW, 3 rd Floor Washington, D.C. 20007-3522	DATE POSTED: <u>09/23/04</u> DATE CLOSED: <u>10/08/04</u>
Classification:	Band 3/Professional	

Basic Function: The Chief Investigator shall be a highly skilled individual, possessing a strong investigative and supervisory background. The incumbent will report to and assist the Inspector General in fulfilling the OIG's statutory mission. Travel as necessary is required.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

Provides significant input into annual planning, develops investigative strategy.

Serves as team leader responsible for providing guidance and direction to other investigators.

Conducts sensitive investigations of LSC programs and operations.

Provides on-the-job training for investigators by designing instructional programs to meet established job skill and performance requirements.

Identifies mismanagement, fraud, waste, and abuse in LSC programs and operations and assists in developing policies to detect and prevent the same. Identifies serious operational problems and deficiencies in LSC programs and operations and recommends to the IG corrective action to improve economy, efficiency and effectiveness.

Complies with the PCIE *Quality Standards for Investigations* in all investigative work.

Assists the Inspector General in identifying and referring to the appropriate law enforcement agency for prosecution alleged violations of criminal and civil law.

Prepares reports and assists in compiling the semi-annual report to the designated agency head and Congress.

Proposes recommendations to LSC or grantee management to improve operations and to detect and deter illegal activities.

Performs other related duties as assigned.

COMPETENCIES REQUIRED:*General:*

Highly skilled, possessing a strong investigative and supervisory background.

Ability to investigate, obtain facts, and analyze alleged violations of law, regulations and ethical standards.

Knowledge of theories, principles, practices, laws, rules, regulations and techniques of investigations along with the education, ability and experience necessary to apply such knowledge to the type of investigation being conducted.

Ability to organize work, set priorities and determine resource requirements; determine short or long-term goals and strategies to achieve them; coordinate with other organizations or parts of the organization to accomplish goals; monitor progress and evaluate outcomes.

Ability to communicate orally and in writing, and to interview witnesses effectively.

Technical/Specialized:

A Bachelor's Degree and eight (8) years of investigative experience preferably relating to allegations of criminal or other improper conduct, or equivalent combination of education and related experience as described above totaling twelve (12) years are required.

SALARY AND BENEFITS:

Salary dependent upon qualifications and experience, plus an excellent benefits package. Federal employment rules, benefits, and retirement annuity offset requirements are not applicable to the position.

APPLICATION PROCEDURE:

Please submit a detailed chronological resume (non-returnable), with cover letter, including salary history by October 8, 2004, to:

Legal Services Corporation
Office of Human Resources (#1147)
3333 K Street, NW, 3rd Floor
Washington, DC 20007
Fax 202.337.6797
www.LSC.gov

AN EQUAL OPPORTUNITY EMPLOYER

If reasonable accommodation in the application process is needed, notify HR 202-295-1571.